

26 Sept 67

MEMORANDUM FOR:

Mr. 25X1

This is the long-promised grid; comparative study of our own efforts plus a comparison with the GSA, State, and FAA manuals—I would ~~from my~~ brief look at DIA's that they still use OF Form 10, merge data on memos and letters but do use O V't letter to a degree and have heavy dividers between their chapters. State says USIA and ID are the same as they are. So actually the grid counting this memo covers 4 of our own versions plus those of 6 other gov't agencies.

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

STATINTL

STATINTL

TITLE &
AUTHOR & DATE

HB

1/68

25X1

HB

65rev.

25X1

OC's

66/67

25X1

HB

1967

25X1

Forms of
Address

NO

YES in Chp. 3,
Section C

YES as Part V

NO

Reports,
Minutes,
Agendas

NO

NO

NO, except Part
X on approval of
R&D projectsNO, except
in early
draftTS
Correspond.YES, plus
exhibit.
Part IIIYES, but no
example given
Chapter IV

NO

YES, no
exhibit shownDCI matter
as part of
handbookYes, not in
supplement as
Part V with
6 exhibits.Yes as Chp. 5,
only 1 exhibit.YES as Part III
but references
to COMMOYES though
not as a
distinct part
or chapterData on new
US Gov't
letterYes, plus an
exhibit on
same

NO

NO

NO

Letters
kept separat
from memosYes, separate
"Parts" on
each/not mergedTo a degree as
Chp 2 on memo &
Chp 3 on letter,
but general proced
for both are mergedYES but with
reference to
COMMOYes, to a
degree as Chp 1
on Letters and
Chp 2 on memo
but has gen/procdmailing let-
ters and
memos separateYes, again the
two are not
merged.No, all merged
in Chp 6 on gen-
eral correspond.YES but with
reference to
COMMOAgain, tho separat
gen. procedures
cover both at the
same time.Terms used:
"DCI" and
"memoranda"No, terms used
were "Director
& "memorandums""DCI" used but
"memoranda" is
replaced by "ums"Yes to both
terms throughout
the handbookYes. "DCI" used;
No as "memor/dums
is used.Use of
Optional
Form 10No, that form
has been dropped
from the bookYes. Standard
Form No. 64 for
memo was also used
at this time. NO
to Form 1954Yes, with reference
to COMMO; NO to
Form 1954YES. But Form
1954 was not used
for MEMO FOR
RECORD.Registered
Mail and
Agency MailYes, after OK
from mailroom
people as Part
IXYes, but merged
into text.

YES, as Part IX

YES, in text and
as "e" of Section
IVExamples
made distinct
from text

Examples are

Some Exhibits
are distinct,
but most placed
in text.Some exhibits
are distinct, but
examples are in
text style.Some distinct,
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text.

TITLE &
AUTHOR & DATE

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1/68

GSA 1967 Draft

STATE, March
1966FAA, October,
1962

25X1

Forms of
Address

NO

YES, Chapter 5.
Plus style
practices.YES, Part V.,
Chapter 1; all of
Part V extensiveYES, Chapter 5.
Plus style prac
tices.Reports,
Minutes,
Agendas

NO

NO, only Chp. 4
on telegrams is
unique.YES, extensive;
all of Part IIINO, only Chapt
3 on telegrams
wire services i
unique.TS
Correspond.YES, plus
exhibit.
Part III

NO

YES, but spread
throughout book
including a few
exhibits, esp.
Chp 6/Part I.

NO

DCI matter
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handbookYes, not in
supplement as
Part V with
6 exhibits.

NO

NO, though its
Part II deals
with comparable
correspondence.NO, though par
of Chps. 1&2
refer to their
Administrator.Data on new
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with few exceptionsYES, cf. Chps.
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1 and 2mailing let-
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two are not
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Part IYES, see Chps.
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it and most memo
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March, 1966
version.No but have a
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Registered

Registered
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Yes, after OK
from mailroom
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IX

NO as it is
government wide.

YES, esp. see
Chps. 4-7 of
Part I

YES, esp. Chps.
3 and 4.

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YES to a large
degree; word,
EXAMPLE is all
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NO, most are
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style print;
few are separate

YES either they
are separate or
in bold face.

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Forms of Address		NO	YES, in Part XII extensive as it has military forms too.	NO	NOT in notes examined
Reports, Minutes, Agendas		NO	YES, Parts VI and VII on Staff summary sheet & misc. reports	No, use the memorandums to large degree	NO, not in notes examined
TS Correspond.		YES, plus exhibit. Part III	YES, tho no par- ticular part is devoted to it; security is noted in 5 of the parts	YES throughout the book and esp. in Part III	Not in notes
DCI matter as part of handbook		Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Part VIII deals with comparable data and other special corresp.	YES in Part I	Yes, examples 11-14 plus refer- ences to D/L's preferences
Data on new US Gov't letter		Yes, plus an exhibit on same	Yes, have adopted it; in Part X on Sample formats, many examples of this	NO	NO
Letters kept separat from memos		Yes, separate "Parts" on each/not merged	YES Parts I&III on letters with Part IV on memo- randums	YES	No, all taught in Part II, D under gen. principles, tho examples of same are separate.
mailing let- ters and memos separate		Yes, again the two are not merged.	Assembly the same for both & their Services Division prepares required envelopes for both	YES but much is handled centrally thru D C&R	not in notes examined
Terms used: "DCI" and "memoranda"		No, terms used were "Director & "memorandums"	NO, use Director and memorandum	YES on DCI and YES on memo/de in some cases, <u>but</u> generally memorandum.	YES to both DCI and memoranda terms
Use of Optional Form 10		No, that form has been dropped from the book	Yes, Part X, figures 13, 16, 17, 20-24 are on Op Form 10.	NO not even in exhibits.	No, only in correspondence that stays inside OL; used in its divisions if desired
Registered Mail and Agency Mail		Yes, after OK from mailroom people as Part IX	Cf. Services Div.	DC&R apparently handles most of their materials	not in notes examined
Examples made distinct from text		Examples are to be done in 4 point, Sans Serif type plus separate exhibits	No to large degree except Part X does include all of its sample format in one place.	Text is almost one memorandum or letter after another.	No, the formats for memorandums and letters are distinct from text.